



Office of Financial Aid
50 Sunset Lane
Paxton, MA 01612
Phone: (508) 849-3366 **Fax:** (508) 849-3735
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Federal Direct Grad Plus Loan Online Entrance Counseling Instructions

The Department of Education requires the student to complete an Entrance Counseling and a Master Promissory Note for Grad Plus Loans *BEFORE* any funds can be paid.

To complete the Federal Direct Grad Plus Loan Online Entrance Counseling:

1. Go to <https://studentaid.gov/plus-app/> and select that you are a Grad or Professional Student.
2. Log in with your FSA ID.
3. After signing in, verify that the personal information matches your information.
4. Hover over Loans and Grants on the top bar, and select Loan Entrance Counseling.
5. Click, I am a Grad or Professional Student.
6. Click "Continue".
7. Choose Anna Maria College as the schools to receive results.
8. Go through all the steps and complete the quiz at the end.
9. Review everything and click "Submit".

After clicking "Submit" you will be brought to a screen where you can print a confirmation that you completed the counseling. The Financial Aid Office will receive notification electronically, but you may contact us via phone or email once it is completed. After you have completed the Online Entrance Counseling, the student must complete the Master Promissory Note. For those instruction, **please see next page.**



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Federal Direct Grad Plus Loan Master Promissory Note Instructions

Once the Online Entrance Counseling is completed, please complete the Federal Direct Grad Plus Loan Master Promissory Note:

To complete the Federal Direct Grad Plus Loan Online Promissory Note:

1. Go to <https://studentaid.gov> and select that you are a Grad or Professional Student.
2. Log in with your FSA ID.
3. After signing in, verify that the personal information matches your information.
4. Hover over Loans and Grants on the top bar, and select Master Promissory Note.
5. Select I am a Graduate/Professional Student.
6. Enter two references (one may be a parent, the other can be a parent, but must live at a separate address). You can use a friend, relative, teacher, etc., so long as they are aware you are using them as a reference.
7. Review the Terms and Conditions.
8. Review all the information and make corrections if necessary.
9. Scroll to the bottom and enter your (student) name to sign electronically, click "Sign".
10. Review the Promissory Note one final time and click "Submit".

After clicking "Submit" you will be brought to a screen where you can print the completed Promissory Note. You should also receive an email confirmation that the MPN was completed successfully. The Financial Aid Office will receive notification electronically, but you may contact us via phone or email once it is completed.

Congratulations! You have completed the process.